

FIXED WING BASE OPERATOR CHECKLIST

This checklist was designed to be used as a basic guide to help ensure the SEAT Manager coordinate all aspects of the SEAT operation with the Fixed Wing Base Operator, SEAT contractor and the using agency.

CHECK-IN INFORMATION:

Name of Manager:	Office Phone:
	24 Hour Phone:
Type of Fuel: ? Jet- A ? Av-Gas	24 Hour fuel service available ?
General operating hours:	Locked access gates ?
Services fees associated with the airport use ? (<i>tie down, landing, ramp or fuel pumping fees.</i>)	
Agreements or MOUs in place to use the facilities ? ? Yes ? No (<i>If NO: Relay the information to the using agency for mitigation.</i>)	
Airport considered a secured site ? ? Yes ? No (<i>If NO: Relay the current security situation to the using agency to provide contingency planning.</i>)	
Public access into the SEAT operation ? ? Yes ? No (<i>If YES: Relay current situation to the using agency to mitigate if necessary.</i>)	

OPERATIONAL INFORMATION:

v	Obtain concurrence with the Fixed Wing Base Operator to ensure the proposed or current SEAT base site is not impacting their daily business.
v	Conduct a pre-use inspection of the site with the Fixed Wing Base Operator to document current conditions. Relay any concerns, problems or discrepancies to the using agency for mitigation.
v	Establish an area and procedures with the Fixed Wing Base Operator designated for washing down the aircraft. Ensure the run off or drainage from the ramp and wash down area does not adversely affect the airport facilities.
v	Relay your current plan for developing the SEAT base to the Fixed Wing Base Operator for approval including: providing shade, restroom facilities, trash hauling services, public access concerns, security mitigation, water and retardant storage, and logistical support needs.
v	Discuss options for expanding the SEAT base set up if the need should arise to expand the operation with additional SEATs.
v	Verify the location of the jettison area established by the using agency or Fixed Wing Base Operator.
v	Review the procedures that have been established at the airport for responding to emergencies or aircraft accidents.
v	Establish a daily check-in procedure with the Fixed Wing Base Operator to review your SEAT operations and help mitigate any concerns or issues they may have. Document and relay all concerns or issues that may surface to the using agency.
v	Document any areas on the airport grounds or facilities that may have restrictions pertinent to your SEAT operation or personnel.
v	Review access and departure procedures or concerns associated with conducting SEAT operations outside normal airport business hours.
v	Establish the preferred traffic route that will be utilized by personnel accessing the SEAT base with the Fixed Wing Base Operator. Ensure personnel adhere to the established route.
v	Verify any known dates of events scheduled at the airport that may affect future operations.

DEMOB INFORMATION:

v	Ensure all equipment or supplies utilized for the SEAT base have been returned to the using agency. Make sure all the trash in the general and surrounding areas has been picked up and the retardant residue has been minimized.
v	Conduct and document a post-inspection with the Fixed Wing Base Operator to ensure the site is in the same condition as documented on the pre-inspection.
v	Document all concerns or issues the Fixed Wing Base Operator may have with the post-inspection of the site. Request the using agency participate in an additional post-inspection of the site to verify and mitigate concerns or issues.
v	Relay any suggestions to the using agency that the Fixed Wing Base Operator may offer to help improve future use of the facilities.
v	Provide the Fixed Wing Base Manager with a name and phone number of a local agency contact person to use if they have questions or concerns at a later date.